

**Applications may be submitted by EITHER of the following methods:**

**Email:** [enrol@monarch.edu.au](mailto:enrol@monarch.edu.au) (Preferred option)

**Post:** Monarch Institute Administration: Level 10, 10-16 Queen Street, Melbourne, VIC 3000

**To complete your enrolment form:**

1. **Download** and **save** form to your desktop
2. **Open** form directly from your desktop  
**NOTE: You must complete this form directly from your desktop saved version (DO NOT complete form within browser)**
3. **Complete** all questions by typing into the spaces provided.
4. **Read** and **sign** the declaration at the end of the form by typing your name where indicated.
5. **Provide** a copy of only one form of ID (eg. driver's licence, passport, birth certificate, medicare card).
6. **Save** and **email** this completed enrolment form plus a copy of your ID to [enrol@monarch.edu.au](mailto:enrol@monarch.edu.au)

## Personal details

**1. Enter your full name**

First given name:

Other given name(s):

Family name (surname):

**2. Enter your date of birth**

**3. Gender**

**4. What is your address?** *Please provide the physical address (street number and name not post office box):*

Address:

Suburb:

State/territory:

Postcode:

**5. If different to above, then what is your postal address?**

Postal address:

Suburb:

State/territory:

Postcode:

**6. What is your contact information?**

Email address:

Mobile:

## How you heard about this course

21. How did you hear about this course?

## Privacy Notice and Student Declaration

1. I acknowledge that I have been provided a copy of or access to the Monarch Institute policies and procedures in the Student Information Guide (available here: <http://www.monarch.edu.au/student-info/>) which stipulate my rights and responsibilities and those of Monarch Institute. In particular I have been made aware of the following; Complaints & Appeals, Refunds and fees, Cancellations and withdrawals, Academic Integrity, and Student progression including the extension policy.
2. I acknowledge it is my responsibility to seek clarification for any part of Monarch Institute policies and procedures which I do not understand.
3. I understand that copying the work of another student is considered plagiarism and can result in penalties which include assessment re-submission, additional fees and/or cancellation of my enrolment.
4. I understand that after I have submitted my enrolment form a Monarch Institute representative will get in touch to confirm my course details prior to my enrolment being finalised.
5. I understand and agree that Monarch Institute reserves the right to refuse or cancel an enrolment if information provided in the Student Enrolment Form is knowingly false or misleading.
6. I have read and understood Monarch Institute's legal (including Privacy Policy) information found on the website at <http://www.monarch.edu.au/copyright-legal>
7. I declare that, to the best of my knowledge, the information on this form and the supporting evidence supplied by me is true and correct in all regards.
8. Typing my name where indicated constitutes a digital signature.
9. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.



I have read, understood, and agreed with these statements and conditions.

**Applicant's name:**

**Date:**

*Please type your full name into the space provided.*

If applicant is under the age of 18 a parent or guardian consent is required

**Parent / Guardian:**

**Date:**

*Please type your full name into the space provided.*

Parent / Guardian contact number:

## Application checklist

Before submitting your Student Enrolment Form please ensure:



I have completed all questions required of me on the Student Enrolment Form



I have completed the payment details below as required



I have read and accepted the terms in the Declaration on the previous page

## Payment

Total course fee

Instructions

How will you be making payment?



Credit card



EFT

If you are paying by credit card:



Mastercard



Visa

Credit card number:

Card-holder's name:

Expiry:

\* If you are paying by EFT your course consultant will provide account details once we've commenced the enrolment process.

### After submitting your enrolment form

Monarch Institute will begin to process your enrolment once received. One of our student support officers will contact you via phone to ensure you have received all necessary course information and discuss course suitability. Should you have any questions regarding your enrolment or any of the procedures outlined in the Student Information Guide please don't hesitate to contact the support team at 08 00 00 22 44.